



**OPEN NONPROMOTIONAL EXAMINATION
CHIEF, FOOD AND DRUG SECTION**

Final Filing Date: September 13, 2004
Bulletin Release Date: August 13, 2004

VW50-9235 4HA56



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available through the Internet at http://www.spb.ca.gov/employment/employment_app2.htm, and at the testing office shown below. Applications may be filed in person or by mail with:

DEPARTMENT OF HEALTH SERVICES (916) 650-6589
FOOD AND DRUG BRANCH
In Person: 1500 Capitol Avenue, Suite 72.436
By Mail: MS 7602
P.O. Box 997413
Sacramento, CA 95899-7413

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

FINAL FILING DATE: Applications must be submitted by September 13, 2004, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing deadline will not be accepted.

SALARY RANGES: \$6585-\$7966 per month.

INTERVIEW DATE: It is anticipated that interviews will be held during October/November 2004. If a candidate's notice of interview fails to reach him/her before the scheduled interview date due to a verified postal error, he/she will be rescheduled upon written request.

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: Under general direction of the Chief, Food and Drug Branch, incumbents are responsible for planning, organizing, directing, and determining the effectiveness of a major statewide consumer protection program. Incumbents oversee all scientific, legal, educational, investigative, and enforcement activities of a major program to ensure the safety and effectiveness of consumer products manufactured, processed, distributed, advertised, or sold in California; and do other related work.

Positions exist with the Department of Health Services in Sacramento only.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by September 13, 2004, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as Either I, or II, or III, etc.

Either I

Experience: One year of experience in the California Department of Health Services performing the duties of a Chief, Food and Drug Unit.

Or II

Experience: Two years of experience in the Food and Drug Branch with the California Department of Health Services performing the duties equivalent to a Research Scientist Supervisor I (Food and Drug Sciences) [formerly known as Supervising Food and Drug Scientist (Foods); Supervising Food and Drug Scientist (Drugs); or Supervising Food and Drug Scientist (Medical Devices)].

Or III

Experience: Three years of experience in the Food and Drug Branch with the Department of Health Services performing the duties equivalent to a Research Scientist III [formerly known as Food and Drug Scientist (Foods); Food and Drug Scientist (Drugs); Food and Drug Scientist (Medical Devices), Range B]; Food and Drug Regional Administrator; Food and Drug Program Specialist; or Staff Toxicologist (Specialist).

Or IV

Experience: Four years of experience in the Food and Drug Branch with the California Department of Health Services performing the duties of a Supervising Food and Drug Investigator.

Or V

Education: Possession of a Doctorate Degree from a recognized college in Food Technology, Food Microbiology, Food Chemistry, Pharmacology, Pharmacy, Pharmaceutical Chemistry, Biomedical Engineering, Bioengineering, Toxicology, or a closely related field relevant to Food and Drug control work. **and**

Experience: Broad and extensive experience (more than five years) gained after the doctoral degree in scientific research, evaluation, and development of new production technologies or safety and efficacy testing in the area of Food Technology, Food Microbiology, Food Chemistry, Pharmacology, Pharmacy, Pharmaceutical Chemistry, Biomedical Engineering, Bioengineering, Toxicology, or a closely related field relevant to Food and Drug control work.

Or VI

Education: Equivalent to graduation from college with at least 30 semester units of college courses in one or a combination of bacteriology, biology, chemistry, food technology, pharmacology, environmental health, biomedical engineering, or other biological or chemical science. (Up to 15 semester units in criminal justice may be credited toward 15 of the 30 total units required above.) **and**

Experience: Broad and extensive experience (more than seven years) in progressively responsible food, drug, or medical devices regulatory work. (Possession of a Master's Degree from a recognized college in Bacteriology, Biology, Chemistry, Food Technology, Pharmacology, Environmental Health, Biomedical Engineering, or other biological or chemical science may be substituted for one year of the required regulatory experience.)

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

COMMISSION REQUIREMENTS: Eligibility for the United States Food and Drug Administration (FDA) Commission to receive and review FDA documents (all articles) as required for appointment to the position.

EXAMINATION INFORMATION: This examination will consist of an oral interview weighted 100%.

The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview test will be disqualified and eliminated from the examination process.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

SCOPE: In addition to evaluating candidates' relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Current principles and procedures of research planning, design, methodology, analysis, and evaluation.
2. Statistical methods and procedures.
3. Laboratory procedures commonly used with commodities regulated by the Food and Drug Branch.

4. State and Federal statutes and regulations pertaining to the manufacture, labeling, advertising, distribution, and sale of commodities regulated by the Food and Drug Branch, including good manufacturing practices and principles in food safety, drug safety (prescription and over the counter), and/or medical device safety and consumer products.
5. Current trends in public health safety problems.
6. Methods commonly used in the manufacture, labeling, distribution, and sale of commodities regulated by the Food and Drug Branch.
7. Rules of evidence and investigative and enforcement procedures and techniques.
8. Concepts of civil, criminal, and case law applicable to commodities regulated by the Food and Drug Branch.
9. Enforcement agencies' policies related to the manufacture, labeling, advertising, distribution, and sale of consumer products regulated by the Food and Drug Branch.
10. General legislative processes, including bill analyses and legislative reports.
11. Principles and practices of professional leadership and guidance.
12. Principles and practices of administrative organization, program budgeting, public administration, business management, personnel management, training and recruitment.
13. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Plan, organize, direct, and coordinate the work of interdisciplinary teams that perform scientifically-based research, inspections, investigations, and enforcement.
2. Develop and recommend new programs, policies, and procedures for implementation.
3. Effectively utilize available resources.
4. Work effectively with officials of Federal, State, and local government, and with consumers, industry, and the Legislature in regulating food safety, drug safety (prescription and over the counter), and/or medical device safety and consumer products.
5. Evaluate the adequacy of design and techniques used in scientific and other research projects.
6. Communicate effectively.
7. Translate technical and scientific information into layperson terms.
8. Evaluate the activities on interdisciplinary teams for timeliness, effectiveness, reasonableness, and statewide uniformity.
9. Interpret and reasonably apply statutes and regulations.
10. Supervise the preparation of scientific and other reports and articles for publication.
11. Tactfully persuade and elicit cooperative compliance with statutes and regulations.
12. Develop short-term and long-term plans and schedules to coordinate the operational goals and objectives of the Food & Drug Branch.
13. Analyze situations accurately and thoroughly in order to implement an effective course of action.
14. Assume and demonstrate independent responsibility for decisions and actions having broad implications on a variety of complex health and consumer product activities.
15. Serve as a technical program expert to higher level management and governmental agencies, consumers, and industry.
16. Effectively promote equal opportunity and maintain a work environment that is free of discrimination and harassment.

SPECIAL PERSONAL QUALIFICATIONS: Require a minimum age of 18 years for appointment; good moral character as determined by thorough background investigation, which includes fingerprinting; possession of a valid driver license; aptitude for investigative and law enforcement work; color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test; ability to hear within the speech range with or without an aid; tact; patience; substantial self-reliance; ability to work independently; capacity for development of skills and abilities; and willingness to travel.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assume a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

CITIZENSHIP REQUIREMENT: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

FELONY DISQUALIFICATION: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, any position in this classification.

FIREARM CONVICTION DISQUALIFICATION: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in this classification.

BACKGROUND INVESTIGATION: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a California Department of Health Services background investigation may be required to undergo an additional background investigation.

MEDICAL REQUIREMENT: Pursuant to Government Code Section 1031, a person appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

DRUG TESTING REQUIREMENT: Applicants for positions in the California Department of Health Services are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

TRAINING REQUIREMENTS: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

CAREER CREDITS: Career credits will be added to the final score of all competitors who qualify for the credits and successfully complete all parts of the examination.

VETERANS PREFERENCE: Veterans' preference will not be granted in this examination since it does not qualify as an entrance examination.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
The California Relay (Telephone) Service for the deaf or hearing impaired:
MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922
Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-537